

Sample Clauses for Hiring Letter or Expectations Memo for Remote Employee
Taken from the hiring letter for LSNTAP – used with permission.

Terms of Employment. This position is a full-time, 40 hour-per-week commitment. This position is an exempt position, which means you are not entitled to overtime pay. This position requires travel and your use of a home office. (See below for details.) As part of this position, you will need to be available during the workday from your home office, via instant messenger, email, and phone.

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Remote Office Location. This position offers you the flexibility inherent in working from home or other remote location of your choice. In order to offer this benefit, each XXXX staff contributes to their home office and is responsible for meeting all deadlines. XXXX will provide you with a laptop computer for your use at home or travel, an external hard drive, and a monitor. In addition, you are responsible for basic office furniture costs, the rent of your home attributable to the office, and other general supplies to perform your work. Lastly, we encourage a paper-free office, and each of us tries to personally use sustainable practices as much as possible in doing XXXX's work. Our Sustainability Policy is being finalized currently and will be posted on the wiki at the end of December: You are encouraged to follow these practices that involve reusing paper for printing, conserving energy, and minimizing consumables in the work environment at home.

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Phone and Internet. The success of this position is founded on the use of the Internet and the telephone. XXXX will pay for a high-speed Internet connection (DSL or cable), a phone line you use primarily for work, and a cell phone. XXXX will also pay for the long distance charges you incur, and cell phone overage minutes that incur due to travel or work. As we discussed, your phone company likely offers you a package rate for your phone service that charges a monthly fee for all telephone features and includes unlimited long distance. In addition, if you do not have a cell phone you want to use for XXXX work, there are plans with *Cingular* that include roll-over minutes, minimizing overage charges. You are responsible for securing and setting up a high speed Internet connection in your home office for your use. You are also responsible for setting up a phone line that will be used primarily for work. This phone service should have the following features: ability to receive voicemail while you are on the phone, ability to check voicemail remotely, ability to conference call in two additional persons, and ability to forward calls to your cell phone while you're traveling. Although you may use this line for home or personal calls, the outgoing message or voicemail must clearly and professionally indicate your role with XXXX and the ability for someone to leave a message for you in this capacity.

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Files and Storage. You will be responsible for backing up your computer files at least once a month on a hard drive that XXXX provides, and storing that hard drive in a safe place. In addition, you will need a Gmail account that you will set up to automatically receive

forwards of all emails received by your XXXX.Org email address. Periodically and at least quarterly, you will need to send yourself a compressed file of your hard drive to this Gmail account, which will serve as a backup in case of a local disaster.

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Communication and Getting Started. Our remote working office is functional thanks to many tools and protocols we've adopted. This position requires regular communication with fellow colleagues and XXXX staff and contractors via email, telephone, conference calls, web conferencing, website posting, blogs, wiki participation, and instant messaging. As part of your employment with XXXX, you will need to become familiar and comfortable with using all of these communication options in order to facilitate an effective working environment for all. We have adapted communication protocols to help us all work effectively while remote. Our wiki has these protocols and how-tos posted. You are responsible for reading through the wiki in full, most importantly all the sections and subsections in: *Info for Staff* and *How Tos*.

Additionally, XXXX uses an online project management system as a way to manage projects, deliverables, collaborative conversations, and files. Please review the projects in the project management system as well to become familiar with XXXX's overall work.

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